



UNITED STATES MARINE CORPS

ENGINEER COMPANY B (REIN)

AND

INSPECTOR-INSTRUCTOR STAFF

6TH ENGINEER SUPPORT BATTALION

4TH FORCE SERVICE SUPPORT GROUP, FMF

ARMED FORCES RESERVE CENTER

1901 SOUTH KEMBLE AVENUE

SOUTH BEND, INDIANA 46613-1799

IN REPLY REFER TO:

1700

CO/I-I

10 Jan 03

COMPANY POLICY LETTER 02-04

From: Commanding Officer/Inspector-Instructor
To: Distribution List

Subj: REQUEST MAST

Encl: (1) Request Mast request Form
(2) Statement of Understanding

1. A well publicized, understandable Request Mast program is a leadership technique that creates the atmosphere of free and open exchange of opinions, ideas, problem identification and resolution among all individuals of an organization from junior to senior. However, the basic principles of leadership must be fully understood by the individual. A Marine should first seek advice, assistance from his/her immediate senior at the lowest echelon of command in attempting to effect a solution to a problem. In most cases the problem can readily be resolved at the lower echelon of command. In any case, individuals availing themselves of the right to request mast in good faith are encouraged to freely do so without fear of prejudice to their interests. Request Mast is a right guaranteed the individual Marine. The denial or restriction of this right by anyone in the Naval Service is prohibited. Marines are advised that Request Mast is a primary means for filing discrimination and sexual harassment complaints.

2. In addition to the above, any Marine has the right to Request Mast with Commanders up to and including the Commander, Marine Forces Reserve, within the chain of command. Also, any Marine has the privilege of forwarding application for Request Mast to the Commandant of the Marine Corps. However, no vested right to be granted Request Mast with the Commandant exists. Such a need is of the Inspector General of the Marine Corps (IGMC) during the course of scheduled inspection visits. Marines considering Request Mast as an alternative avenue to seek relief from disciplinary action should be aware that the Uniform Code of Military Justice has provisions for the protection of the rights of the individual. To include the right of the individual to appeal such actions and that interference with disciplinary proceedings by anyone outside of the legal

Subj: Request Mast

chain of review, would be improper. Nonetheless, the officer with whom Mast is requested may grant the interview, providing additional counsel and guidance as may be deemed appropriate or necessary.

3. If the Marine so desires, he/she does not have to state the matter of concern, either orally or in writing, to anyone in the chain of command except the officer before whom the petitioner has requested to see. In such case, the petitioner will prepare a complete written statement setting forth the reasons for the Request Mast, and provide any supporting documentation or lists of witnesses, with a summary of the expected testimony of each witness. The statement must also include an accounting of those persons within the chain of command to whom the individual has addressed the subject of the petition for Request Mast and the action taken by these individuals. If the petitioner has elected not to reveal the subject of the Request Mast within the chain of command subordinate to the Commander, MarForRes, the reason for not doing so must be explained in his/her letter to the Commander. The statement must be delivered to the Commander with the petition for Request Mast. A petition of Request Mast with the Commander, together with any statements, confidential or otherwise, will be forwarded via the chain of command without delay. At the option of the petitioner, the written statement noted above may be placed in an envelope and marked, "To be opened by the Commander, MarForRes only". All Commanders in the chain of command will forward the Request Mast petition to the Commander or Officer-in-Charge who will conduct the Request Mast without delay. There should be no more than a 24 hour delay at any level whenever possible. However, Request Mast will be conducted not later than 72 hours after the initial submission of the petition.

4. Commanders will ensure the records, proceedings and final disposition of Request Mast cases are properly safeguarded to prevent such information from being prejudicial to the Marine's well-being. Request Mast records will be maintained separately from the service records. Individuals requesting mast will make a written statement on the request Mast Request/Record, Part F, enclosure (1), indicating their degree of satisfaction with the action taken by the person hearing the Request Mast.

5. If petitions for Request Mast with a higher commander in the chain of command are resolved at a lower level, the individual will make a written statement in Part F of enclosure (1) indicating satisfaction with the action taken and indicating he/she is voluntarily withdrawing the petition for Request Mast. This statement will be witnessed.

Subj: Request Mast

6. Marines confined in correctional facilities have the right to Request Mast. Petitions for Request Mast marked, "To be opened by the Commander, MarForRes only", will not be opened by correctional facility personnel.
7. The essence of a successful Request Mast program rest with the timely referral of the petitioner to the requested officer. The rights and desires of the individual requesting mast are of paramount importance. If action can be accomplished at any level within the chain of command to alleviate the problems of the individual, such action should be initiated and completed as rapidly as possible. In the event corrective action cannot be accomplished at the local level, immediate action should be taken through the appropriate chain of command to ensure that all pronouncements are in fact individual.
8. In the event a member of this command desires to Request Mast with the Commanding Officer, he/she should contact the First Sergeant, after having notified the appropriate chain of command. Subject to the Company Commander's availability, Request Mast will be conducted in the Company Commander's office at 0900 on each day of drill. In no case will time in excess of 24 hours elapse between the time of submission of the Mast and the actual conduct of that Mast, if the Commanding Officer is aboard. In the event the company commander is not available because of physical separation from his headquarters, and the individual does not desire to present his/her case before the senior officer present, Mast may be held in abeyance for presentation the first day of subsequent return of the Company Commander. In the event that the member request to speak with the Battalion Commander they can hold the request in abeyance until a command visit is scheduled. If no such visit is scheduled, the Marine has the option to wait until a visit is scheduled, draft a letter describing the situation to the Battalion Commander, or discuss the matter in a telephone conversation. In the latter option, the individual must understand that all expenses must be borne by the individual, and are not subject to reimbursement.
9. Emergency Request Mast will be referred to the Battalion Commander by the most rapid means available, regardless of time or place. In no case will notification of an emergency request be delayed in reaching the Battalion Commander in excess of 24 hours.
10. The following records and information will be submitted with each application for Request Mast:
 - a. Service Record Book/Officer qualification Record.

Subj: Request Mast

b. Disposition of previous Request Mast(s).

c. A letter of Request Mast, generally in keeping with the sample form set forth in enclosure (1) herein.

d. Records and information being submitted via various headquarters will receive priority handling at each echelon.

11. Request Mast Procedure. The Request Mast must be submitted in writing via the chain of command to the officer with whom Mast requested.

a. Bring your Request Mast to the attention of your immediate supervisor or First Sergeant. Prior to doing so you should consider allowing your immediate supervisor the opportunity to assist you in resolving your problem if you feel it is within his/her scope of leadership.

b. In the event you do not desire to discuss the matter, you should utilize enclosure (1), Request Mast Form/Reocrd, to pursue your request.

c. The following indicates with whom members of this Company have the right to Request Mast:

Company Marines

(1) Commanding Officer, 6th ESB, FMF

(2) Commanding General, 4th FSSG, FMF

(3) Commander, Marine Forces Reserve, FMF

d. In addition, members may Request Mast with the Inspector General of the Marine Corps upon the occasion of his visit to a command. A bulletin in the 1700 series will be published at least 30 days prior to the date of his arrival indicating the time, date and place the IG may be seen for Request Mast.

12. First Sergeant(s) Action. The company First Sergeant will establish and maintain a Request Mast Log wherein he will record all Request Masts conducted and/or forwarded to higher headquarters. He will ensure that timely follow-up action is administered on all Request Masts. For those Request Masts forwarded to higher headquarters, he will ensure that he is aware of the current status of the request. For those Request Masts conducted at the battalion, the First Sergeant will ensure

Subj: Request Mast

that necessary corrective action is accomplished in a timely manner. In either case, he will monitor all Request Masts to their finality and record the results in the Request Mast Log.



L. R. BERTSCHY II
Commanding Officer



A. N. Green III
Inspector-Instructor

DISTRIBUTION: B

REQUEST MAST FORM/RECORD

PART A: To be filled out by the command

ORGANIZATION _____ TIME/DATE _____

NAME _____ GRADE _____ SSN _____ MOS _____

PART B: To be filled out by the Petitioner to include enclosure (1) herein

Ref: (a) MCO 1700.23E
(b) ForO 1700.2B

Encl: (1) Statement of Understanding the Request Mast Procedure Upon Request Mast

1. In accordance with the references, I desire to Request Mast with:

2. This is/is not an Emergency Request Mast.

3. Briefly my problem is:

I HAVE DISCUSSED MY PROBLEM WITH: SQDLDR _____ PLTSGT _____ 1STSGT _____
CO CMDR/I-I _____ BN CMCR/I-I _____

THE REASON MY PROBLEM COULD NOT BE RESOLVED BY THEM IS:

(SIGNATURE - TIME/DATE)

PART C: Privacy act information

Authority - title 5, U. S. Code, Section 301 Executive Order 9397 of 22 Nov 1943 authorized the use of your social security number for identification purposes.

Principle Purpose - To maintain a cord of the problems presented to the Commanding Officer/Inspector-Instructor or his representative for resolution and the action taken to correct them.

Routine Use - to provide a history of Request Mast of Reserve and Active Duty Marines within the 2nd Battalion, 24th Marines and follow-up actions thereto.

Mandatory or voluntary Disclosure and Effects on Individual not Providing Information - Providing the information request on this form is voluntary. However, failure to complete the requested items could result in an inaccurate/incomplete analysis of the problem.

(PETITIONER'S SIGNATURE)

Enclosure (1)

PART D: To be filled out by the Officer conducting Request Mast
Supporting documents/witnesses:

Discussion:

Disposition:

Explained/Referred/Other Action:

OFFICER CONDUCTING REQUEST MAST HEARING

PART E: Degree of Satisfaction with Request Mast Procedure by Petitioner
(Handwritten by Petitioner)

SIGNATURE OF WITNESS

SIGNATURE OF PETITIONER

Enclosure (1)

**STATEMENT OF UNDERSTANDING THE REQUEST MAST PROCEDURE
UPON REQUEST MAST**

1. I understand, by affixing my initial opposite the respective paragraph, the rights that I have as they relate to my Request Mast.

_____ That I may Request Mast in good faith without fear of prejudice to my interests.

_____ That the Uniform Code of Military Justice provides for the protection of Marines at every state of disciplinary action, from investigation through final review or appeal; that these rights include the right of the individual upon whom non-judicial punishment has been imposed to appeal to the next superior officer in the chain of command, and in the case of one convicted by a court-martial, the with to automatic review of the findings and sentence; that request mast is not intended as a means to collaterally attack the proceedings, punishment, or findings and sentence resulting from disciplinary action brought under the Uniform Code of Military Justice; and that, therefore, a commanding officer may deny a request mast which has as its subject disciplinary action brought under the Uniform Code of Military Justice, whether contemplated, pending, in progress or final.

_____ I have been advised that chapters 4 and 6 of MCO P1900.16C contain provisions for the protection of rights of respondents being processed for involuntary administrative separation; and that, therefore, commanding officers may deny request masts which has as its subject such involuntary administrative discharge proceedings whether contemplated, pending, in progress or final.

_____ I understand that I do not have to disclose the nature of my request mast to anyone in the chain of command except to the officer with whom I wish to request mast with.

_____ I understand that request mast is the primary means by which I may file concerns regarding discrimination and sexual harassment complaints.

_____ I understand that my application for request mast must be forwarded via the chain of command without delay and that request mast will be conducted expeditiously except in cases of operational necessity or urgent military requirement.

_____ I am aware that request mast is not intended to be used for the purpose of harassment, avoiding duty or intentionally interfering with the commander's ability to carry out the functions and mission of the command.

_____ I will make a statement regarding my degree of satisfaction with the Request Mast procedure.

Signature and Date